

MINUTES ADOPTED BY CITY COUNCIL

Greenville, NC
January 22, 2004

The Greenville City Council met in a regular meeting on the above date at 4:00 PM in the City Council Chambers, third floor of the Municipal Building, with Mayor Robert D. Parrott presiding. The meeting was called to order, and the following were present.

Mayor Robert D. Parrott
Mayor Pro-Tem Ric Miller
Council Member Mildred A. Council
Council Member Ray Craft
Council Member Pat Dunn
Council Member Rose H. Glover
Council Member Chip Little
Marvin W. Davis, City Manager
Wanda T. Elks, City Clerk
David A. Holec, City Attorney

APPROVAL OF AGENDA

Motion was made by Mayor Pro-Tem Miller and seconded by Council Member Little to approve the agenda as presented. Motion carried unanimously.

PRESENTATION AND DISCUSSION ON FEDERAL INITIATIVES FOR EARMARKING

Ms. Shirley Spidell and Ms. Leslie Mzingo of the Ferguson Group gave an update on the federal initiatives that the City of Greenville requested for last year.

- The Southwest Bypass is part of the T-21 reauthorization process and it did not move substantially last year. It is hoped that it will see action this year.
- The Greenways Expansion and Improvement Project were not funded in the appropriations bill. The entire State of North Carolina only got one earmark, and that was small.
- The Police Department's Wireless Infrastructure ended up with \$250,000 in FY 2004, which is a great success for the first year. There is no match associated with this earmark. Local commitment is important but there is not a set match. (The \$250,000 figure was later corrected via letter from Shirley Speidell to be \$200,000.)
- The Green Mill Run Stream Restoration Project was funded for \$200,000.
- The West Greenville Revitalization item was funded \$100,000, which is a good earmark for that account because with the increase in requests, the amount of the earmarks has begun to decrease.

A bill will go to the President requesting cuts of \$3 billion to fund education, election reform and veterans' care. The two City projects affected are the Police Wireless and the West Greenville Revitalization project. The impact would be about \$2000.

Ms. Spidell commended the Congressional and City staff for their hard work on these earmarks.

Ms. Mozingo explained that after the President signs the bill, it will take some time for the agencies to get instruction and there will be paperwork that the City has to complete. After the paperwork has been completed, the funds sometimes come from the State or the Federal Government, and there is a drawdown process. Funds should be available in the April/May timeframe. Ms. Mozingo asked that she be notified if the staff runs into problems.

Ms. Spidell informed the Council that in looking at FY 2005, the appropriations game is a long-term strategy.

Ms. Mozingo stated that obtaining earmarks is a building process. It is important that the City maintain priorities and expand them slightly. Budgets are still tight and will continue to be as there will be increased defense spending and deficits. The Federal Government is calling for a limited four percent. There has been a lot of discussion about these types of projects. It is an election year and the number of projects and amount of funding tend to go up during election years; however, it will still be very competitive and the City needs to stay focused and realistic in its requests. It is important to continue bringing the delegation good thought out projects in order to continue to improve on the quality of life for residents.

Ms. Spidell reviewed the proposed FY 2005 agenda.

- The Southwest Bypass is funded in the North Carolina Department of Transportation budget. The Congressional delegation would like to continue to seek funds for this to make sure the State has the money it needs to pay for the project.
- The Greenways Project Expansion varies some from last year.
- The Police Department Wireless Infrastructure should be continued as funds for this have been increased hoping to help municipalities with technology.
- The Ferguson Group has had discussion with the Corps of Engineers regarding the Green Mill Run Project, and they are concerned about the funding levels. The Corps would like to see a request of \$60,000, so the amount of the earmark request will probably be reduced to that.
- West Greenville Revitalization should continue to be a request.
- The Tenth Street Connector is new to the agenda.
- It is suggested that the Railroad Project go to Legislative since it is not ready for the appropriations request.

Ms. Spidell recommended priorities as follows:

- Making the Southwest Bypass priority number one as it is vital to the City's growth.
- Making the Tenth Street Connector being priority number two, as it is also vital to the City's growth.
- Keeping the Police Department Wireless Infrastructure as priority number three. There is a greater likelihood to get money from that account than some of the others. The local delegation has expressed interest in this project.
- The West Greenville Revitalization Project has also attracted Congressional delegation attention even though economic development is still difficult to get money in. This should be priority number four.
- Green Mill Run should move to priority number 5.
- The Railroad Project is not ready for an appropriations earmark. At the point it is ready for that, it has to be ready to move forward immediately. The Ferguson Group would like to work with the local Congressional delegation to see what kind of language is needed for it to be successful. It is suggested that be requested no earlier than 2006.

City Manager Davis explained that this is the stopping of traffic on major thoroughfares when the switching is going on. The Federal government regulates railroads so this gets it in the Federal realm and gets it in the track to talk to the Federal delegation about the switching that goes on.

- Greenways should become the number six priority. Funds were very limited this year in this area, particularly in the State of North Carolina. Congressman Frank Ballance carried the torch for the City to get \$100,000.

Upon being asked why the Corps of Engineers only recommended \$60,000 for the Green Mill Run Project, Ms. Spidell replied that the Ferguson Group works with the Corps of Engineers on any project they are involved in to find out their capacity for the fiscal year. The Corps has projections of what will be required during the next fiscal year.

Ms. Spidell was asked what funds are available for after school care, which is another growing issue. She replied that she does not know the specifics; however, if it has to do with Community Development Block Grant funding, there are formulas used and that is not something that can be altered. She asked to get more information from Council Member Council on this so that she can review it and get back to staff on what is available and where there might be opportunities.

City Manager Davis reminded the Council that the Affordable Housing Loan Committee receives applications from outside agencies. Recently some of those funds went for things such as housing counseling in the 45-block area. There are funds for the Family Violence Center, etc. On the local level there are a lot of requests for competition, and it is usually geared more for

housing needs. Usually, cities are restricted to spending it on housing; however, that might be a sister program to housing or a block grant.

Council Member Council stated that she talked to people from other cities who said that 15 percent of Community Development Block Grant funds can be spent for community service, and after school is a community service.

City Manager Davis stated that there might be another source of funds as well.

Motion was made by Mayor Pro-Tem Miller and seconded by Council Member Council to approve the priorities as recommended by the Ferguson Group. Motion carried unanimously.

The Ferguson Group was thanked for their efforts this year.

DISCUSSION OF FY 2004-05 CAPITAL IMPROVEMENT PROGRAM

City Manager Davis explained that the projects have been put in a reformatted list by funding method. The projects on the COPS list were reviewed. They included:

Fire/Rescue Station 6/Training Facility and Equipment	\$3,078,000
Fire/Rescue Station No. 6	
Training Facility	
Fire Engine for Station No. 6	
EMS Unit for Station No. 6	
Administrative Facilities Renovation/Expansion	\$4,700,000
Construction (Supplement to CR)	
Facility Improvements	\$2,550,000
Old Pepsi Plant	
Worthington Warehouse Renovation	
Carver Library Expansion	\$1,095,430
Park Development	\$1,440,000
Red Oak Park Land	
Expansion of Greenfield Terrace	
Discount Golf Course at West Meadowbrook	
Floodland Reuse – Dog Park	
Floodland Reuse – RV Park	
Guy Smith Stadium – Parking Lot Expansion	
Guy Smith Stadium – Parking Lots	
Town Commons Improvements	\$1,000,000
Bulkhead Repair	
Lighting	
Fencing	
Path Resurfacing	
Uptown Parking Deck #1 (Washington & Fourth)	\$6,100,000
Design	
Construction	

Uptown Parking Deck #2 (Cotanche & Fourth)	<u>\$6,520,000</u>
Total	\$26,483,430

City Manager Davis reminded the Council that the City has to have bids in hand prior to getting financing for COPS projects. The funds listed above do not include operational costs.

Mr. Tom Tysinger, Director of Public Works, stated that the final design of Fire/Rescue Station No. 6 is in the final design stage and is scheduled to go to bid in late spring or early summer. Staff will come back to the Council in August regarding the construction of that project and a COPS package could be done in August. The Administrative Facilities Renovation/Expansion is on a similar schedule as Fire/Rescue Station No. 6. The method of payment will not impact the design and the bidding process. The City cannot begin work on the building until it is vacated by Greenville Utilities, and that could be as late as December.

Upon being asked why the projects needed to be packaged together, City Manager Davis responded that it saves on financing costs to do them that way.

Ms. Bernita Demery, Director of Financial Services explained that one package for several projects would allow for lower bond counsel costs, insurance costs, etc. if they are done as a group. Total savings could be as much as \$100,000.

City Manager Davis stated that the closing for the Fire Station, Administrative Building, Carver Library, and Park Development need to occur prior to October 1. They have to have Local Government Commission approval.

It was suggested that acquisition for Station No. 7 be included, and City Manager Davis informed the Council that to get it financed, the City would have to have an option on a piece of property.

Upon being asked when it is anticipated that Station No. 7 would be built, Fire/Rescue Chief Roy Spell stated that it is included in the Capital Improvement Plan for 2007-08 and the area has been identified. There has to be equipment to go with the station.

Mayor Pro-Tem Miller stated that they should take the top four projects—Fire/Rescue Station 6/Training Facility & Equipment, Administrative Facilities Renovation/Expansion, Facility Improvements, and Carver Library Expansion—and move forward to prepare a COPS package by September 1.

Council Member Glover stated that she wants to make sure that lights on the ball field in West Greenville are included so that funds will be allocated.

Council Member Glover seconded Mayor Pro-Tem Miller's motion to take the top four projects—Fire/Rescue Station 6/Training Facility & Equipment, Administrative Facilities Renovation/Expansion, Facility Improvements, and Carver Library Expansion—and move forward to prepare a COPS package by September 1. Motion carried unanimously.

Council Member Council stated that she received a call from Harvey Lewis, who informed her that he will be able to announce that Greenfield Terrace Park would be ready in about 60 to 90 days.

Mr. Boyd Lee, Director of Recreation and Parks, stated that there will be a donation of 15 acres by Mr. Lewis instead of 5.

City Manager Davis stated that the City has an opportunity to do partnerships with the parking decks. Parking decks do not pay for themselves; however, they would be a good component for downtown. If the City works a public/private partnership, there are a lot of things than can be done.

Mayor Pro-Tem Miller reiterated that opportunities for partnerships are there. There may be some developers who are interested in partnering with the City. The parking decks will be a key to the revitalization of downtown. He hopes the City continues to move forward on this.

City Manager Davis stated that it depends on who might want to be a partner and the complexity as far as when it will materialize. There is going to have to be some General Fund support for this project.

Discussion occurred about the advantages of having a parking deck, including providing an opportunity for the tax base to grow.

City Manager Davis explained how the cost of the deck will vary according to the number of spaces. The debt service on \$6.1 million would be roughly \$480,000 to \$500,000, which would mean that the debt service annually would be \$250,000.

Mayor Pro-Tem Miller felt that the first several years there will be a negative cash flow, but eventually it will start generating revenue.

City Manager Davis asked the Council to consider the following:

- How many decks will be needed?
- Would two decks be too much to do at one time?
- Should the City build one deck and see how it goes and look at building a second one later on?
- Are the City, Greenville Utilities and other entities in the quadrant going to have a need for a deck?

Mayor Pro-Tem Miller asked that some hard numbers be brought back on a parking deck. He suggested that contractors be contacted to see if they want to give hard numbers on the project.

Motion was made by Council Member Craft and seconded by Council Member Dunn to have staff come back with a recommendation on how to pursue some kind of study and whether to have one or two decks. Motion carried unanimously.

Mr. Tysinger explained that the City had a parking and circulation study done about five years ago. The firm that did the study is still around and he may be able to have them update it and provide their input. The firm does a lot of parking decks.

Staff was asked to proceed in the manner that Mr. Tysinger explained.

Mr. Tysinger informed the Council that bulkhead repair at the Town Commons will be crucial within three to five years.

Motion was made by Council Member Dunn and seconded by Mayor Pro-Tem Miller for staff to move on the bulkhead, finding out what it will cost, etc. Motion carried unanimously.

Upon being asked if the facility improvements could be done with COPS, Mr. Tysinger responded if the old Pepsi Plant and the Worthington Warehouse were already under the control of the City, they would be ready for COPS, but they are not. He stated that the Council has authorized staff to move forward with a system analysis and structural analysis for the two facilities. Staff will move forward with that.

City Manager Davis stated that will be too big for net debt reduction, and staff may come back with COPS.

The projects designated to be funded with General Obligation Bonds were then reviewed. They included:

Brownlea Drive Extension, Phase II	\$1,100,000
Design	
Construction/Easements	
Thomas Langston Road	\$2,896,000
Design	
Right-of-Way Acquisition	
Construction/Easements	
West Third Street Reconstruction	\$ 840,000
Design	
Construction	
Sidewalks	\$1,395,000
Arlington Boulevard Extension (Emergency Drive to 43)	\$1,625,000
South Tar River Greenway	\$1,470,000
Planning and Community Development	<u>\$21,000,000</u>
45-Block Revitalization	
Center City Revitalization Program	
Affordable Housing	
Total	\$30,326,000

City Manager Davis reminded the Council that General Obligation Bonds require a vote of the public.

Mr. Tysinger explained that Brownlea Drive between Tenth and Fourteenth Streets is under design and the right-of-way is now available for use.

Upon being asked if there is a study that the City had done that indicates a need for this project, Mr. Tysinger explained that it has been on the Thoroughfare Plan since at least 1973 as a minor thoroughfare. This is a part of the plan that is in the process of being updated. Mr. Tysinger explained that staff could provide the average trips per day.

Mayor Parrott stated that they could compare that with Thomas Langston Road and Arlington Boulevard to prioritize.

Upon being asked if the City could charge developers to tie into Thomas Langston Road if the City pays to construct it, Mr. Tysinger replied that the City has the authority to do assessments, which it hasn't done since 1984.

Upon being asked if the City could implement acreage fees, City Manager Davis responded that special legislation would be needed for that. Bond attorneys, bond counsel, and the Local Government Commission want projects to be specific. They would not favor a general revolving fund.

Mr. Tysinger stated that a draft Thoroughfare Plan would be presented to the Metropolitan Planning Organization and then the City Council prior to going to the general public. It will be presented to City Council in March.

Upon being asked when staff will have to know if a general obligation bond is going to be placed on the ballot, City Manager Davis replied that it will take a longer lead time than COPS. It would have a very tight schedule. There will need to be a strong public advocacy group.

Mayor Parrott asked staff to come back to the Council with a recommendation of what to put on the ballot.

Mr. Tysinger stated that he assumes the right-of-way for Arlington Boulevard Extension would be made available to the City. By putting it in a local bond package, the City does have control. A significant amount of environmental work has been done on this.

Mayor Pro-Tem Miller expressed that the City needs to catch up on resurfacing and that could be included in a bond referendum for transportation. Mr. Tysinger stated that was done in 1985.

City Manager Davis stated that the Powell Bill doesn't have enough access to pay debt service. As funds are set up now, they are committed and that is why the City is behind on resurfacing.

Discussion occurred about resurfacing. During the discussion, Mr. Tysinger explained that \$350,000 to \$450,000 traditionally is set aside for resurfacing. If the City stayed on schedule, it would spend over a million per year, and it spends \$350,000. The City is 20 years behind. There is a system of prioritizing sidewalks, and it is based on whether it is near a school, park,

heavy generator of walking traffic, etc. If it is a location where there is a school or something where there is a lot of walking, it would get a higher priority.

Staff was asked to provide a copy of the priorities.

Mr. Tysinger stated that West Third Street Construction is a project that the Ferguson Group was asking \$1.5 million for. Staff is looking at all available funding sources for this.

City Manager Davis explained that the City has won five State awards for the projects it did with the 1992 bond allocation.

Upon being asked when the Center City Revitalization Plan would be available, Mr. Andy Harris, Director of Planning and Community Development, stated that the plan should be available in July or August, with the scheduling and planning action being completed in July/August.

Mayor Pro-Tem Miller stated that Mr. Tysinger is to get the engineering work on the bulkhead and do the average daily trips on the road. He asked if there is a consensus on having a bond referendum in November on transportation showing which corridors to improve, etc.

Mayor Parrott reminded the Council that the staff needs to know by April 1. Staff is going to come back with a recommendation.

Mayor Pro-Tem Miller stated that they don't want to add revitalization and greenways at this point because the City isn't far enough along.

Council Member Dunn expressed concern about the debt service associated with all of these projects in light of the additional needs of the City.

Council Member Little requested an additional column that would show additional debt service required and how that relates to the tax rate. He stated that the Council needs to look at how much debt it can pay for and how much it is willing to pay for.

Ms. Demery stated that there is \$4.6 million in what the Council has asked for so far. The City can go as high as \$32 million. Currently, it is below other cities in per capita debt ratio.

Mr. Tysinger then reviewed the projects that would be paid for with stormwater utilities funds as follows:

Storm Drainage Improvements	\$5,100,000
Village Grove/Chestnut Street Area	
Sylvan Drive Area	
Skinner Street Culvert	
Westhaven Subdivision	
Dickinson/Chestnut Area	

Red Oak Area
Dalewood Area

Mr. Tysinger explained that the City expects to receive just over \$2 million in revenues, with the net being about \$1 million.

Upon being asked about technology, Mr. Rex Wilder, Director of Information Technology, informed the Council that it has been about 10 years since the budget for technology has been increased. The staff is in a mode of maintaining what it has instead of taking a leap forward. The City is currently on a replacements plan. A GIS study that was done was a five-year plan that suggested that things be done incrementally and it has not been followed. The City has only spent \$100,000 over the past four years in implementation of a portion of the plan.

Council Member Glover asked if the Council could be provided a copy of the study, and she was informed that the document is very lengthy and an executive summary could be provided.

Mayor Parrott stated that the City has decided it needs to move in that direction.

Discussion then occurred about a 2007 COPS package that would include expansion of the third floor of the Police-Fire/Rescue Building, a Southeast Branch Library in the Portertown Area, Fire/Rescue Station No. 7 that would serve the southwest section of the community, and Boyd Lee Park expansion. Boyd Lee Park was designed for two gyms. Recently a third ball field was added to the park because it was filling up with only two. Staff will be prepared to use the third baseball field this fall.

Motion was made by Mayor Pro-Tem Miller and seconded by Council Member Council to recess until 7:00. Motion carried unanimously.

PRESENTATION BY JOHN MAXWELL OF SPRINGSTED, INC. FOR EXECUTIVE
SEARCH SERVICES FOR THE POSITION OF CITY MANAGER

Messrs. John Maxwell and John Anziveno of Springsted, Inc. made a presentation to the City Council regarding the services they could provide in the search for a City Manager. They have offices in Iowa, Kansas, Minnesota and Wisconsin. Two of their principle employees are female and two are African-Americans. The firm works with the public sector and non-profits. The goal of the company is to be a single-service provider. The firm worked on the City/Greenville Utilities Commission Pay and Classification Plan several years ago. The firm specializes in executive searches, implementation of performance evaluation systems, and pay and classification plan. If hired by the City of Greenville, the company would recruit the most qualified candidate who best meets the needs of the community and organization. The firm will ensure diversity and check credentials.

Mr. Anziveno stated that the City will provide pertinent information to Springsted, Inc. to help them search for the best person for the community. The team working with the City will talk with each Council Member and other community leaders to see what their needs are to help in developing the position profile. It is expected that there will be between 75 to 100 applicants for

this position and Springsted, Inc. will provide the name of the best five candidates to the City. Springsted, Inc will provide interview questions.

Mr. Maxwell stated that their having been City Managers brings sensitivity to the table. All employees of Springsted, Inc. are full-time. They only have four executive search projects underway now and will be able to give Greenville's the personal attention that it deserves. The team can travel to Greenville from Virginia Beach in a short period of time and will be in a position to provide the personal service to which Greenville is entitled. The firm would consider it an honor and privilege to work on this important project.

Upon being asked what community leaders would be interviewed, Mr. Maxwell replied that the Council typically provides names of those community leaders. In Norfolk, each Council Member provided the name of two people to interview. The criteria would flow from the Council, and Springsted would lay out the processes to follow. They prefer to do that on an individual basis as opposed to in a group setting. It doesn't have to be done that way, but it frequently is. They sometimes are asked to interview staff to get input, too. All of this is included in the fee. If the City Council chooses to have Springsted interview community leaders, they would like to have consensus on that. After interviewing the Council, staff and community, the position profile is created. Council Members are interviewed individually so that they can provide different views. The firm would do the advertising and it would be done in major newspapers. Most of the recruitment will be done by initial contacts. They will also advertise in professional publications and League newspapers to get the broadest exposure possible.

Upon being asked about some problems the group has encountered with Councils that have been major pitfalls that the Council needs to be aware of when trying to search for a City Manager, Mr. Maxwell replied that it needs to maintain a consensus on the overall parameters of the profile. Councils sometimes procrastinate on decision-making. He asked that they not drag the process out after they have been presented. A timeline needs to be set. Timeliness of the process is most important. The people in the final pool are going to be people who are trying to improve themselves and may be looking at other communities.

Upon being asked a ballpark figure of the maximum and minimum fee, Mr. Maxwell replied that advertising is the main thing. The expenses are in the ballpark of \$1500 to \$3000, with a maximum of \$16500 to \$18000. That doesn't cover the candidate's costs.

Upon being asked the legitimate timeframe for recruitment, Mr. Maxwell replied that within 90 to 120 days, Springsted can bring candidates to the Council, and the person could be on board within 120 to 180 days, contingent upon the Council being available and the process running smoothly.

Mr. Maxwell informed the Council that Springsted is not an employment agency for candidates. The only client they have is the City Council. The most successful source of finding candidates is through ICMA and putting it on the website as most professional managers subscribe to ICMA. Sometimes the North Carolina League of Municipalities and National League of Cities publications are used. There are also many people interested in improving their careers. If they

hear that the City of Greenville is looking for a City Manager, they will call Springsted to find out more about it.

Mr. Maxwell concluded by stating that all employees of Springsted are full-time experienced professionals. The company is familiar with Greenville, has experience with working with university towns and has a database of diverse socioeconomic background.

Upon being asked if Springsted does psychological or personality testing, Mr. Maxwell replied that they do not. They do a GOOGLE search, investigation background and an independent search to see if the person is who he/she says he/she is.

ADJOURN

Motion was made by Council Member Craft and seconded by Council Member Council to adjourn the meeting at 7:40 p.m. Motion carried unanimously.

Respectfully submitted,

Wanda T. Elks, CMC
City Clerk